

C-O-N-F-I-D-E-N-T-I-A-L

This Notice Expires 1 September 1972

25X1A

PERSONNEL

HN _____

REFERENCE: [REDACTED]

POSITION SURVEY PROGRAM

1. The referent regulation establishes the objectives of position evaluation in the Agency and provides for periodic surveys to ensure currency of individual positions and of the position structure as a whole. These surveys are especially important in this time of limited personnel resources.
2. The Director of Personnel is directed to schedule and conduct position and manpower utilization surveys in all components with the objective of achieving complete coverage of the Agency each three years. He will report the results of such surveys promptly to the operating heads and Directorate manpower officials concerned. He will also collaborate with the Director, Planning, Programming and Budgeting in assisting those officials in appropriate corrective action.
3. These surveys offer real assistance in our efforts to achieve the most productive utilization of our personnel resources. Full cooperation is essential at all management levels in order that the maximum benefit may be derived from this program.

*Copies
I am
reporting
with all
the support
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Ex. Dir.
Comp.*

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

John W. Coffey
Deputy Director
for Support

C-O-N-F-I-D-E-N-T-I-A-L

GROUP I. Excluded from automatic downgrading and declassification.